

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State
Corporations Division
148 W. River Street
Providence, Rhode Island 02904-2615
(401) 222-3040

INSTRUCTIONS FOR FILING APPLICATION FOR AMENDED CERTIFICATE OF AUTHORITY BY A FOREIGN NON-PROFIT CORPORATION

Section 7-6-82 of the General Laws of Rhode Island, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

1. In order to procure an Amended Certificate of Authority to conduct affairs in this state, a foreign non-profit corporation shall make application therefor by filing an Application for Amended Certificate of Authority (Form No. 251) with the Office of the Secretary of State, Corporations Division, at the above address. When the application is properly completed, signed and submitted with the correct filing fee and the certified copies noted in item 5 below, an Amended Certificate of Authority shall be issued.
2. The filing fee for an Amended Certificate of Authority is \$25.00, and payment should be made payable to the Rhode Island Secretary of State.
3. At the time of filing the Application, the corporation must be in good standing and current with the filing of its annual reports and the maintenance of its registered agent and its registered office in this state.
4. An Application for Amended Certificate of Authority should be filed if the corporation changes its corporate name, or desires to pursue in this state other or additional purposes than those set forth in its Certificate of Authority. The following instructions apply if the corporation is changing its corporate name and/or changing, enlarging or diminishing its purposes:
 - (a) The name of any foreign non-profit corporation must be "distinguishable upon the records of the secretary of state." This means the Office of the Secretary of State will deny a request for a name if such name is identical to or not distinguishable from any entity, name reservation, or registration on file with the Business Section of the Corporations Division. A preliminary name availability check can be made by checking the Name Availability Database on our website, or by phoning us at the above telephone number. This preliminary check is not statutorily required, is not binding upon the Secretary of State, and does not ensure that the name will be available upon filing the Application for Amended Certificate of Authority. It is suggested that you do not make any financial expenditures or execute documents utilizing the name based upon a preliminary name availability check. The final determination as to availability of the name will be made when the documents are submitted for filing.
 - (b) The specific purpose or purposes of the corporation which it proposes to pursue in conducting its affairs in Rhode Island must be stated. General statements such as "any lawful purpose" will not be accepted.
5. Upon filing the Application, the corporation must provide a certified copy of the amendment filed in the jurisdiction of its incorporation, duly authenticated by the secretary of state or other authorized officer of the jurisdiction of its incorporation. Certified copies must be dated within sixty (60) days of the receipt and filing of the application.
4. The Application must be signed by the corporation's president or vice president and secretary or assistant secretary. A signature must appear on each line even if the same person holds both offices.

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m.

ID Number: _____



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NON-PROFIT CORPORATION

Pursuant to the provisions of Section 7-6-82 of the General Laws of Rhode Island, 1956, as amended, the undersigned foreign non-profit corporation hereby applies for an Amended Certificate of Authority to conduct affairs in the state of Rhode Island, and for that purpose submits the following statement:

1. The name of the corporation is _____

2. A Certificate of Authority was issued to the corporation by the Secretary of State of the State of Rhode Island on _____, authorizing it to conduct affairs in Rhode Island.
3. The corporate name of the corporation has been changed to:

(If the name has not been changed, insert "no change")
4. It desires to pursue in the conduct of its affairs in Rhode Island other or additional specific purposes than those set forth in its prior Application for a Certificate of Authority, as follows:

(If the name has not been changed, insert "no change")

(If no other or additional purposes are proposed, insert "None")

Under penalty of perjury, we declare and affirm that we have examined this Application for Amended Certificate of Authority, including any accompanying attachments, and that all statements contained herein are true and correct.

Date: _____

Print Exact Name of Corporation Making Application

By _____

☐ President or ☐ Vice President (check one)

AND

By _____

☐ Secretary or ☐ Assistant Secretary (check one)